

	<b>Title</b>	<b>Expense Policy</b>
	<b>Policy #</b>	Financial – 6.5
	<b>Draft Date</b>	December 1, 2019
	<b>Approved Date</b>	March 31, 2020
	<b>Revised Date</b>	December 13, 2021
	<b>Owned By</b>	Executive Committee

## 1.0 OVERVIEW

During the conduct of normal business, expenses may be incurred by individuals. The Executive Committee will control and monitor these expenses through budgeting and reimburse reasonable and authorized expenditure amounts based upon fair principles.

## 2.0 POLICY

2.1 The Executive Committee will reimburse the AMHA members, staff, volunteers expenses incurred in the conduct of approved Association business.

## 3.0 PROCESS

3.1 Expense claims must be remitted to the AMHA office within thirty (30) days of the date of the incurred expenses relating to the Association's business.

3.2 The appropriate Executive must approve expense claims for expenses.

3.3 The AMHA office staff will then process an E-transfer or cheque for reimbursement.

3.4 Travel arrangements must be booked as early as possible to obtain the maximum available discounts.

3.5 GST must be identified separately and will be indicated when input into the reconciling software.

3.6 Mileage claims for driving personal vehicles will be calculated at \$0.58 per kilometer.  
**Note:** *Carpooling is expected. AMHA reserves the right to decline mileage claims if reasonable efforts are not made to carpool.*

3.7 While travelling on AMHA business, meal expenses may be incurred by individuals. The Executive will control and monitor these expenses through budgeting and reimburse reasonable and authorized expenditure amounts based upon fair principles.